

**State of Alaska
FY2004 Governor's Operating Budget**

**Department of Labor and Workforce Development
Business Services
Component Budget Summary**

Component: Business Services

Contact: Katherine Farnham, Executive Director

Tel: (907) 269-7490 Fax: (907) 269-7489 E-mail: Katherine_Farnham@labor.state.ak.us

Component Mission

Design and implement programs that align with the Alaska Workforce Investment Board policies.

Component Services Provided

Business Services provides administration, grant management and technical assistance for the Workforce Investment Act (WIA) of 1998 Title IB programs, the State Training and Employment Program (STEP) and the Denali Commission Training Fund. In addition, performance and evaluation support are provided.

- Under WIA Title I, funds are available for Youth, Adult and Dislocated Worker activities at both the state and local levels.
- Denali Commission training operates statewide and provides for rural training that aligns with rural infrastructure projects.
- State Training and Employment Program (STEP) provides Alaskan workers access to state and employer sponsored training programs and services including:
 - (a) High-demand occupational job training
 - (b) On-the-job skills training
 - (c) Customized job-linked training
 - (d) Services necessary for successful job training and placement

Through the use of funds transferred to the Alaska Job Center Network:

- Reduce unemployment among Alaska's underemployed and unemployed.
 - (a) Target services to the unemployed among economically disadvantaged and dislocated workers.
 - (b) Increase Alaska hire through creation of a skilled worker pool.
 - (c) Certify youth work readiness and occupational maturity, two federal WIA requirements.
- Make full and effective use of STEP funds for training of Alaskans.
 - (a) Provide supplementary training resources for Alaska's employers, complement federal programs and offer greater flexibility.

Component Goals and Strategies

Provide administration, monitoring and oversight of Workforce Investment Act (WIA Title I), State Training Employment Program (STEP), and Denali Commission Training fund programs. The following strategies will be used to accomplish these goals:

- Provide financial and technical assistance to the Alaska Workforce Investment Board (AWIB), Local Workforce Investment Boards (LWIB), other state and local agencies, grantees and contractors.
- Provide accurate and timely reporting of financial and participant activities to the federal funding agencies and commissions.
- Provide technical support and financial resources to appropriate businesses, communities and agencies in response to business closures and layoffs.
- Issue timely grant awards and notices and recommend strategies for timely issuance of awards by local area.

Build and strengthen partnerships with the other programs (ES, UI, Work Services).

- Develop support mechanisms for smaller offices that integrate job training and employment service responsibilities.
- Develop common measures between the programs.
- Develop common strategies for collecting data and evaluating performance data.

Key Component Issues for FY2003 – 2004

- 1) Congress will consider a reauthorization of the federal Workforce Investment Act in 2004. Critical issues for Alaska will be potential changes to performance measures, youth program design, One Stop partners, and other program integration and alignments.
- 2) Complete the final accounting and reporting on the Welfare to Work (WtW) program.
- 3) Expand dislocated worker services to affected industries and regions.
- 4) Explore an integrated Management Information System (MIS) both for case management and performance reporting, for all major AJCN partner programs.
- 5) Align regional offices with areas designated by the Department of Community and Economic Development as economic development regions and provide regional offices more autonomy for strategic policy issues defined by the state and local boards.

Major Component Accomplishments in 2002

The Division of Business Partnerships is a newly created Division that integrates several units formerly with the Employment Security Division (ESD) and the Alaska Human Resource Investment Council (AHRIC). While the units comprising the DBP had many accomplishments in 2002, these are reported in the previous components.

Statutory and Regulatory Authority

- 1) Federal
 - Public Law 104-193
 - Public Law 105-33
 - Public Law 105-220
 - 20 CFR parts 660-671
 - 29 CFR part 37
- 2) State
 - AS 44.31
 - AS 23.15.550-850
 - AS 23.20
 - 8 AAC 87.010-87.180
 - Admin Order # 113
 - Admin Order # 182
 - Admin Order # 205

Business Services
Component Financial Summary

All dollars in thousands

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	1,080.1
72000 Travel	0.0	0.0	193.0
73000 Contractual	0.0	0.0	4,890.3
74000 Supplies	0.0	0.0	98.7
75000 Equipment	0.0	0.0	51.3
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	34,063.5
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	0.0	40,376.9
Funding Sources:			
1002 Federal Receipts	0.0	0.0	35,017.9
1054 State Employment & Training Program	0.0	0.0	5,359.0
Funding Totals	0.0	0.0	40,376.9

Business Services**Proposed Changes in Levels of Service for FY2004**

The Business Services Component is a newly formed unit within the Division of Business Partnerships of the Department.

Summary of Component Budget Changes**From FY2003 Authorized to FY2004 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2003 Authorized	0.0	0.0	0.0	0.0
Adjustments which will continue current level of service:				
-Transfer Funding and 14 PFT Positions from Job Train Programs to Business Services	0.0	35,056.8	4,957.6	40,014.4
-Transfer Funding and 4 PFT Positions from Employment Services to Business Services	0.0	261.1	0.0	261.1
-Transfer State Training & Employment Program Funds from Employment Svcs to Business Services	0.0	0.0	275.7	275.7
-Transfer State Train & Employment Program Funds from Unemployment Insurance to Business Services	0.0	0.0	125.7	125.7
-Transfer Federal WIA Funds from Business Services to Kotzebue Technical Center Grants	0.0	-300.0	0.0	-300.0
FY2004 Governor	0.0	35,017.9	5,359.0	40,376.9

Business Services**Personal Services Information**

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u> <u>Authorized</u>	<u>FY2004</u> <u>Governor</u>		
Full-time	0	18	Annual Salaries	810,848
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	290,261
			<i>Less 1.91% Vacancy Factor</i>	(21,009)
			Lump Sum Premium Pay	0
Totals	0	18	Total Personal Services	1,080,100

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	1	0	0	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk III	0	0	1	0	1
Administrative Manager IV	0	0	1	0	1
Employ Sec Analyst I	1	0	1	0	2
Employ Sec Analyst II	0	0	2	0	2
Employ Sec Analyst III	0	0	1	0	1
Grants Administrator I	0	0	1	0	1
Grants Administrator II	1	0	3	0	4
Grants Administrator III	1	0	0	0	1
Prog Coordinator	0	0	1	0	1
Training Specialist	0	0	1	0	1
Totals	4	0	14	0	18